

Edit ("E") Action

As you can see from the list of message action codes (Table 3 in this chapter), you can use the Edit action code (i.e., "E") to edit any message created by you and not yet sent to other recipients.

You *cannot* edit a message, if you are *not* the sender of the message, as shown below:

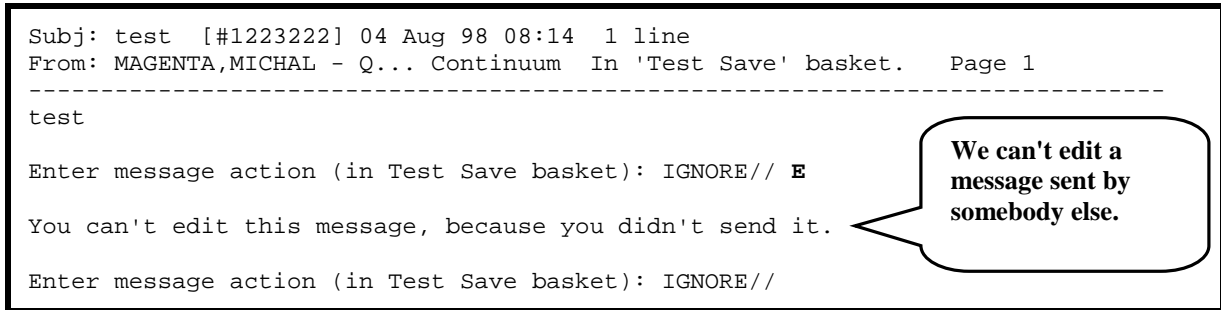


Figure 62: Trying to Edit a Message Not Sent By You

In the previous example (Figure 62), MailMan prevented us from editing a message we didn't send.

You also *cannot* edit a message, if you already *sent* the message to a recipient other than yourself, as shown below:

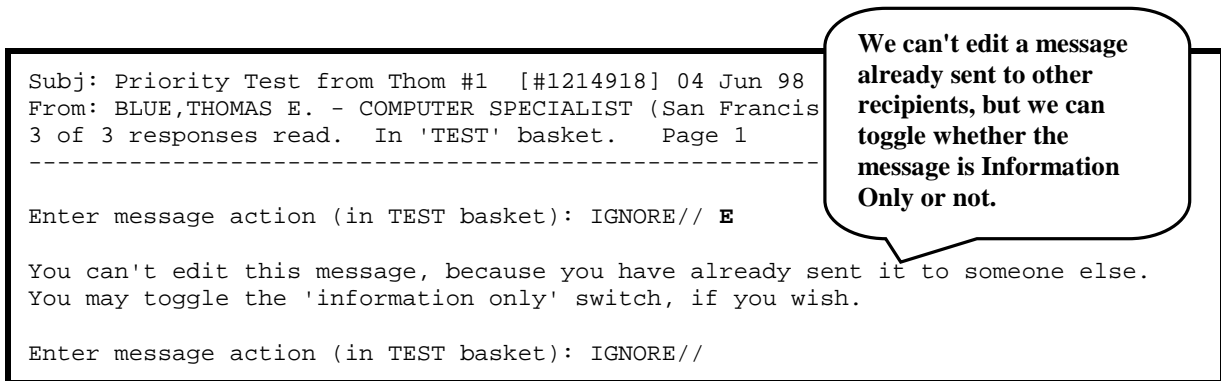


Figure 63: Trying to Edit a Message Already Sent to Recipients

In this example (Figure 63), since we obviously already sent this message to other recipients, MailMan will not allow us to further edit the message.

MailMan informed us, however, that we could prevent recipients from replying to the message by designating it as "Information Only," if we did not originally send it out as "Information Only." Conversely, we could allow recipients to reply to the message by not designating it as "Information Only," if we originally sent it out as "Information Only."



For more information on the Information Only Toggle, please refer to the "Information Only ('IN') Action (Toggle)" topic that follows in this chapter.

To edit a message, if you are the only recipient, enter an "E" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test New Mail  [#1223214] 04 Aug 98 07:56  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket.   Page 1
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Testing new mail.

Enter message action (in TEST basket): IGNORE// E
Select Edit option:  ?

Enter a code from the list.

    Select one of the following:

        C      Confidential (surrogate can't read)
        D      Delivery basket set
        ES     Edit Subject
        ET     Edit Text
        I      Information only (recipients may not reply)
        NS     Add Network Signature
        P      Priority delivery
        R      Confirm Receipt
        S      Scramble text with password
        V      Vaporize date set
        X      Close (no forward allowed)

Select Edit option:

```

We can edit a message, if it has only been sent to ourselves. MailMan provides several actions we can take on a message, as shown here.

Figure 64: Editing a Message

To get a list of possible edit actions, after reading a message, we entered a question mark ("?",) at the "Select Edit option:" prompt (Figure 64). MailMan displayed the list and asked us to choose an edit option.

We can choose any or all of these edit options indicated when sending a message.



For specific information on each of these edit options, please refer to the "Action Codes—Sending Messages" topic and Table 4 in Chapter 4 in this manual.